

INSTRUCTIONS FOR SUBMISSION OF OUTPATIENT MEDICAL RECORDS

Photocopy the **ENTIRE OUTPATIENT RECORD** for each of the cases in the case list. All documentation related to the specified encounter should be copied if it is already filed with the outpatient record. The following items may be of importance to our abstraction of this record:

Ambulance Records	Electrocardiogram Reports	Rhythm Strips
Emergency Room Records	Echocardiogram Reports	Stress Test Reports
Discharge Instructions	Cardiac Catheterization Report	Nurse's Notes
Discharge Summary	Physician's Progress Report	PTCA Reports
History & Physical	Graphic Flowsheets	CABG Report
Special Procedures Reports	Consultant's Reports	Face Sheets
Laboratory/Pathology Reports	All Diagnostic Reports	Operative Reports
Transfer Notes/Records	Medication Records (MARs)	Physician's Orders

DO...

- copy on white paper
- use yellow coversheets provided
- staple (records 20 pages or smaller) or rubber band (records larger than 20 pages) each record separately
- include page count on front of yellow coversheet
- use proper packaging such as free FedEx supplies and/or Tyvek material envelopes
- use proper shipping tape to seal the package
- complete sender info and use pre-printed FedEx airbill supplied
- call FedEx for pickup at 1-800-GO-FEDEX

DO NOT...

- Send double-sided copies or reduce and reproduce multiple pages on a single page
- use paper clips or metal clips of any kind
- send invoices from copy services. The CDAC does not directly pay copy services for photocopy costs.
- use any tape other than heavy duty shipping tape
- use manila and/or paper envelopes
- over pack boxes! FedEx has a 50lb weight limit per box
- ship for Saturday delivery
- send US mail if possible

Ship records to:

Edaptive Systems, LLC
1246 Greensprings Drive
York, PA 17402-8826



Should you have any questions regarding the shipment of records, please call the Edaptive Provider Help Desk at (717) 718-1230, ext. 201.